

See at a Glance E-mail Messages With Read Receipts Attached

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See at a glance e-mail messages with read receipts attached

Would you like to be able to quickly see if an e-mail message has been sent to you with a read receipt attached so that you could respond to it first? Here's how you can see at a glance all messages with attached read receipts.

1. On the **View** menu, point to **Current View**, and then click **Customize Current View**.
2. Click **Fields**.
3. In the **Select available fields from** list, click **All mail fields**.
4. In the **Available fields** list, click **Receipt requested**, and then click **Add**.
To change the display order of this field, in the **Show these fields in this order** list, click **Receipt requested**, and then click **Move Up** or **Move Down**.
5. Click **OK** twice.
Now there's a column in your Inbox that will have a **Yes** in it when the message has a read receipt request attached or a **No** if it does not.